

Procedure for
Application for Attorney Admission (Without Personal Appearance)

(Please review and comply with Updated Local Rules 83.1)

- Complete the attached Application For Attorney Admission Without Personal Appearance Form (Part 1-4).
- Submit the completed form with original signatures to the Clerk's office.
- The Clerk will assess the \$150 Attorney Admission fee based on the information contained in Part 2 of the Application for Attorney Admission Form.
- The Clerk will submit the form to the Judge for approval.
- After the Order of Admission is entered the attorney will receive a Certificate of Admission via US Mail.

**THE APPLICATION WILL NOT BE PROCESSED UNTIL ALL OF THE
REQUIRED INFORMATION IS COMPLETED ON THE APPLICATION
FOR ATTORNEY ADMISSION FORM.**

ECF REGISTRATION PROCEDURE

(Required in order to electronically file and receive electronic notices from USDC)

- Complete the ECF Registration Form
(form may be found at www.tnwd.uscourts.gov)
- Complete the Credit Card Authorization Form
(form may be found at www.tnwd.uscourts.gov) (form should contain an ink signature) **Be sure to include the V-Code (Security Code) on the credit card form.** This form is to be completed in addition to Part 2 of the Application for Attorney Admission.

(Each attorney that requests a login and password must submit their own individual Credit Card Authorization Form, even if the credit card number is the firm credit card.)

- The clerk will e-mail the attorney login and password to the e-mail address provided on the ECF Registration Form.

Forms may be submitted to:

**Office of the Clerk
Attn: Venita Griffin
167 N. Main, Rm 242
Memphis, TN 38103**

or

**Office of the Clerk
Attn: Sonya Pettigrew
111 S. Highland Avenue
Room 262
Jackson, TN 38301**

PLEASE NOTE:

Once your Application has been processed and granted the attorney will be admitted to practice in the United States District Court Western District of Tennessee both for the Western Division-Memphis Office and Eastern Division-Jackson Office. If the ECF Registration procedure has been followed the login and password assigned to the attorney will be the login and password for both Divisions.

Admission can still be accomplished by Personal Appearance with a Motion in Open Court.